

REMOTE LEARNING - FAQ

QUESTION	ANSWER
I have forgotten my C2k (MySchool) password. What should I do?	Send an email to Mr Robinson crobinson946@c2ken.net using an alternative e-mail address. He will change your password and reply back to that address.
If I need to update my C2k password – what should I do? Please note your password must be updated every 90 days and you will be prompted by the network to update this.	If a password expires and you don't remember your password, send an email to Mr Robinson crobinson946@c2ken.net using an alternative e-mail address. He will change your password and reply back to that address.
I forget how to log into Google Classroom	Your login is your <i>C2k email address</i> : <u>Ajones123@c2ken.net</u>
How will teachers contact me during the period of remote learning?	Teachers will communicate via Google classroom and your C2k e-mail account.
Am I allowed to correspond with my teachers using an email address other than my C2k address?	No - please private message your teachers via Google Classroom or use your C2k email. If you have access problems, please contact Mr Robinson as detailed above so that you can use your C2k e-mail account.
If I private message my teachers will they always reply right away?	Don't always expect an immediate answer. Teachers will respond when they can during school hours. If you contact teachers outside working hours, please be aware that they will not respond until the next working day. Please remember to follow the Netiquette Guide (recently posted on your Year Group Google Classroom) for all online communication.
How will I know when a teacher has set work?	You should check the stream on your Google Classroom and your C2k email account for updates on work set for each subject regularly.
My teacher has asked me to edit a Google doc/sheet/slide or access a folder but it will not let me.	If you are working on a mobile device or tablet you will need to download the Google docs/sheets/slides/drive Apps. Alternatively if working on a computer these will open online automatically.
What happens if I have no Internet connection?	You could set up a hotspot using your phone.
How should I structure my day to work effectively from home?	You must try to keep to a routine Get up as normal and try to follow your timetable for that school day i.e. when you have a double period of Geography, you should spend that time on Geography etc. You may be childminding a younger sibling and fitting around family routines but it is important to fit in your school work too. Building in leisure time is also important. Don't spend too much time on social media - take a break from the screen. Take yourself off for a brisk walk somewhere or engage in some form of physical activity.

	<p>Remember to practice the Five Steps to wellbeing, promoted in the College this year, when possible. details can be found here</p> <p>Continue to go to bed at a reasonable hour.</p>
Do I have to do school work and what happens if I fail to do so?	<p>Your teachers will be setting work for you to complete and submit for marking/feedback via Google classroom.</p> <p>Please note, you should engage with the work set and submit work by the deadline set. Teachers, Heads of Department and Year Heads will monitor the submission of work and will contact your parents if you do not appear to be working</p> <p>You will be coming back to College when directed to and carrying on with the curriculum. It is important you have completed your work so that you are at the same stage as the rest of your class. All students must take personal responsibility for their own learning.</p>